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Council on Aging Minutes 06/26/2003

Regular Meeting of the Council on Aging
 June 26, 2003
 MINUTES

Place and Time of Meeting: Drake Village, Arlington at 7:30 p.m.
 Members Present: Mary Dodge, Mara Klein, Shirley Chapski, and Dorothy Nicholas
 Absent: Richard Murray, Mildred Hurd, and Harry McCabe
 Others Present: John Jope, COA Executive Director, Bill Murphy, COA Transportation/
 Volunteer Coordinator, Dr. Harold Forbes and Lois Carderelli, Arlington representatives to Minuteman Senior Services

Quorum Identification/Call to Order: Mary Dodge Vice Chair, presided and called the meeting to order at 7:30 p.m. Shirley Chapski kept the minutes. A quorum of 4 was present.

Minutes of the May 15, 2003 Meeting: Mara moved to receive the minutes of the May 15, 2003 meeting; Dottie seconded; all in favor. John Jope made the following correction: Page 1, Executive Director's Report, item 7, change "Congregation Church" to "Arlington Interfaith Association..." Mara moved to accept the May 15, 2003 minutes, as corrected, Dottie seconded. all in favor.

Minutes of the June 9, 2003 Special Meeting: Mara voted to receive the June 9, 2003 minutes, Shirley seconded, all in favor. Shirley moved to approve the minutes, Mara seconded, all in favor.

Citizens' Open Forum: Dr. Forbes and Ms Carderelli, members of the Minuteman Senior Services Board, spoke on the commitment and professionalism of the Minuteman board and the services provided by Minuteman. Of the 16 communities covered by Minuteman, Arlington has the largest number of seniors, gets a large amount of services from Minuteman.

Bill Murphy, COA, spoke on transportation arrangements to medical appointments and van service in Arlington and the Dial-a-Ride program. He said Susan Isbell is the intake person to contact. He also asked if anyone would be interested in volunteering and mentioned that he is working with the high school to promote intergenerational activities.

REPORTS

Executive Director's Report

- The Arlington Board of Health (4 persons) has moved from Fox Community Center and is now sharing space at the Council on Aging.
- CDBG Funding: Total allocation for FY 2004 is \$121,050. John said the allocation was better than he expected given the prevailing financial climate. However, the Health & Wellness Subsidy, which covers the nurse and social worker

salaries, was not funded. Consequently, beginning July 1st their hours will be cut back. The clerk/secretary's hours will be reduced from 35 to 18 and she will provide clerical support to the Board of Health. We will be keeping our student nurse program—a program we have been involved in for over 25 years.

- RUOK Program: Mentioned an article in June 12, 2003 issue of The Advocate concerning an elderly man's life that was saved as a result of his participation in this new program.

- Possible Fees for Services: John referred the board to his memo to Town Counsel concerning the possibility of charging fees for some services provided by the COA. Mr. Maher replied that the Town Manager and the Selectmen would need to approve the plan and that it must go through a revolving fund. Item tabled until September meeting.

ASA representative to the COA: Gloria von Hyeburg sent her regrets that she would not be able to attend the meeting.

Finance Committee: John reviewed the financial report with the members. There were no questions but one from Mary Dodge concerning the Harry Barber Service Program and whether it was being funded next year--John said it was not.

UNFINISHED BUSINESS

- Board Meeting Schedule Review: Mara suggested returning to evening meetings as afternoon ones are very difficult for her. After discussion, Mara moved to return to the evening meeting schedule but continue to hold some meetings off-site. Dottie seconded; all in favor.

- Health Fair The Senior Health Fair proposed in May '03 by UMASS, Boston, Community Health Nursing students and COA nurse, Terry Susi, will take place in October. A number of people and agencies have already committed to this endeavor. The COA nurse is requesting \$4,000 from the COA Board to cover startup costs. Mara questioned having to pay agencies anything as health fairs are publicity for the exhibitors. Dottie said money is needed for equipment, booths/tables and to subsidize certain tests for those who cannot pay the full fee. The Vice Chair suggested that Mara, Dottie and the COA nurse meet to discuss the issues; John will set up such a meeting.

- *Job Description for COA Board Members: Discussion took place on the draft document Volunteer Job Description: COA Board Member distributed by John. Because there were concerns with some of the language in the document, Shirley voted to table the matter until the September meeting; Dottie seconded; all in favor.

- COA Representative to Minutemen Senior Services: In addition to the two appointees we presently have to the Minuteman Senior Services board, one more is required from Arlington. There is also a need to fill the position of liaison. Dottie suggested that perhaps these two openings could be covered by one person. In response to Mary's question to Dr. Forbes and Ms. Carderelli whether or not they would be interested in serving as liaison, they replied that they would have to think about it and will get back to John.

- Town Day — September 13, 2003:

Purchase of Canopy for Town Day. Mara moved to approve the expenditure not to exceed \$600 for the purchase of a canopy for Town Day to be reimbursed from the Gift Fund; Dottie seconded; all in favor.

Staffing the Table on Mass Av.: Discussion took place concerning moving the tables, chairs, printed information, etc. to and from the avenue and staffing the tables. It was agreed to extend the hours of the board members from 2 to 3.

NEW BUSINESS

- Election of Officers: Tabled due to present circumstances.
- COA's Application for the DOT's Mobility Assistance Program: John is applying for a grant from the Office of Transportation for 80% funding towards the purchase of a new van. The approval process takes one to two years. The remaining 20% would come from the COA Transportation Fund. After discussion, Dottie moved that, as the governing body of the Arlington COA, we are aware of the provisions of the Mobility Assistance Program under which funding is provided, and hereby authorize John Jope, Director, to file an application with the DOT on behalf of the Arlington COA for a capital grant to assist in the purchase of a van. Furthermore, once this application is approved, we resolve that the COA will provide the mandatory 20% cash match, the required necessary insurance coverage, the necessary operating expenses and the Arl. COA further agrees to comply with all federal and state program requirements to carry out the project as described in this application. Shirley seconded the motion; all voted in favor. Mary as Vice-Chair signed the required documents.
- TRIAD Program: It was agreed to hold a special late-afternoon meeting to hear a presentation by Waltham TRIAD officer, John Bailey, and Ruth Gately, Director Waltham COA. A representative of the Arlington Police Dept. will also be invited to the meeting. Mara will contact them to set up the meeting.
- MCOA Annual Conference: The conference will be held on October 15-17, 2003 at Sea Crest Resort in Falmouth. John will provide reservation information to those members interested in attending.

There being no further business to come before the meeting, Shirley moved to adjourn, Mary seconded; all in favor.

Adjourned at 9:15 p.m.

Shirley Chapski,
Secretary

Date of next Regular Meeting, September 11, 2003 at 7:30 p.m. at the Senior Center